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SECURITY INFORMATION

Chief, General Services

Acting Chief, Logistics Office

Air Conditioning of Office and Shop Space

1. A representative of Technical Services Staff has advised this office that it will be necessary to air condition one section of their shop, that has little or no ventilation.

2. There are other offices in the  warehouse that will not have proper ventilation. It is the opinion of this office that all offices and work shops should be air conditioned, provided the cost is not prohibitive.

3. It is desired that your office make arrangements, at an early date, for an Engineer to survey these requirements in cooperation with a representative of this office.

LO/SD/FS/PHH;JGW:jcs (5 May 1953)

Distribution:

- 1 - Logistics Office
- 1 - Supply File
- 1 - Fac. Staff File

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Author	
Date	Oct 19 1953
By	013

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SECURITY INFORMATION

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SECURITY INFORMATION

Acting Chief, Logistics Office

14 May 1953

Chief, General Services Office

Air Conditioning at  Warehouse

**B**

1. Reference is made to your memorandum of 8 May 1953, same subject.

2. The Assistant Deputy Director for Administration has advised that the approval of air conditioning for the  Warehouse is unlikely. Therefore, he has requested that no action be taken to obtain an estimate, and that the matter be taken up directly with him.

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GSO:MIM:aml

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# ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

NO.

DATE

Facilities Staff/Supply Division/Logistics Office

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, Supply Division	1028 Qtrs. Eye				
2. Acting Chief of Logistics	1-50 Qtrs. Eye	5/15/53	5/29/53	AKS	
3. Chief, TSS/TO					
4.					
5.					
6.					
7.					25X1A
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Bill:

1. WE WANT SOME AIR CONDITIONING

2. WE SHOULD INCLUDE ALL INTERESTED PARTIES -

MAKE AN OVER ALL REQUIREMENT AND PRESENT TO III/A.

3. Please pick up the ball from here

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